

**RESOLUTION TO MODIFY THE CHEROKEE COUNTY  
PERSONNEL POLICIES BY ADDING SECTION  
§3.7.2 REGARDING FAIR HIRING PRACTICES**

3.7.2 Cherokee County is committed to fair hiring practices. Employment applications, with the exception of employment applications for public safety, highly sensitive positions, or as otherwise required by law, shall exclude questions or checkboxes that would disclose an applicant's criminal history.

After a candidate's application has been accepted and an interview has been conducted, candidates shall disclose their criminal history to the hiring agency/department and the Human Resources Department. A criminal background check will be conducted before an employment decision is made by the hiring agency/department.

If a background check yields information of concern, the candidate shall be given the opportunity to demonstrate that the conviction should not exclude him/her from consideration for the position he/she seeks with the County.

The hiring agency/department before making an employment decision based on convictions records will consider the following three factors:

1. The nature and gravity of the offense.
2. The time that has passed since the conviction and/or completion of sentence.
3. The nature of the job held or sought.

Thereafter, the County will make a determination on whether exclusion of the application is job related and consistent with business necessity.

This Resolution has been approved by the Cherokee County Board of Commissioners this 1<sup>st</sup> Day of March, 2016.

CHEROKEE COUNTY BOARD OF COMMISSIONERS

---

L.B. Buzz Ahrens, Jr.  
Chairman

ATTEST:

---

Christy Black  
County Clerk